



Quarantine and Isolation Medical Shelter
Standard Operation Procedure

SOP No: MS-108
Date: 05/21/2020

Standard Operating Procedure Ordering Personal Protective Equipment (PPE)

Subject: Ordering PPE for Medical Sheltering Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on the process of requesting Personal Protective Equipment (PPE) for a Medical Shelter Site. All PPE orders are currently handled by the Emergency Operations Center (EOC) Logistics Section.

Important Note: PPE supplies have extremely high demand world wide as a result of the COVID-19 Pandemic and are often difficult to procure. All medical shelter sites should take steps to ensure proper use of PPE and prevent unnecessary waste of critical items.

2. Procedures

- **Inventory Management**

- Site Management team is responsible for managing and tracking PPE inventory, including performing inventory checks at a frequency determined appropriate for each site. Key actions include:
 - Work with other site teams to calculate a burn rate for all PPE items.
 - Identify “re-order” or minimum quantity thresholds to allow for advanced notice to procurement teams.

Note: In the event that a site runs out of a critical PPE item, other medical shelter sites should be queried for their PPE inventory. If available elsewhere, critical



Quarantine and Isolation Medical Shelter Standard Operation Procedure

supplies should be moved from a site with high inventory numbers to a site at critically low levels. These steps should be avoided when possible, and only taken in emergency situations. The site loaning PPE should have their inventory replenished when supplies become available.

- **Resource Requests**

- Site Management staff are responsible for submitting requests for PPE to their designated point of contact (POC) at the EOC (or designated entity).
- POC will consolidate PPE requests from all sites into a bulk order for each item every time PPE is required to be ordered
- POC will input PPE requests into the Operational Area Response and Recovery System (OARRS) for action by the EOC Logistics Section.
 - Input each PPE item (i.e., face shield, surgical masks, N95 masks, gowns, and gloves) individually, with the total number required for that item across all medical shelter sites.
- Track OARRS request and address inquiries from Logistics Section representative, as required.

- **Order Fulfillment & Delivery**

- When PPE is available for procurement, the EOC Logistics section will work to fulfill requests in a timely manner.
 - EOC Logistics is responsible for supplying all PPE requests within the Los Angeles Operational Area (LA County, all 88 cities, and all special districts) and as such will work to distribute the available PPE amongst all parties who are requesting.
 - There may be requests that only go partially filled due to the level of need across the County.
- EOC Logistics will advise the POC where and when PPE orders will be available for pick up (depending on the size of the order, a pick up truck and/or trailer may be necessary) or delivery (if available).
- POC will coordinate pick up / delivery and divide the bulk order by site, as necessary.
 - PPE will arrive at site and inventory tracking sheets will be updated by Site Management.



Quarantine and Isolation Medical Shelter Standard Operation Procedure

3. Resources

- **Operational Area Response and Recovery System (OARRS):**
Oarrs.lacounty.gov